



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF EDUCATOR EFFECTIVENESS NONPUBLIC SCHOOL APPROVAL BRANCH

September 16, 2016

POSITION TITLE:	Education Program Specialist II, Nonpublic School Approval
POSITION NUMBER:	082528/JobAps # 16-005056-0001
SALARY:	State Salary Grade 22 Salary Range: \$64,608 - \$94,335
LOCATION:	200 West Baltimore Street Baltimore, MD 21201
NATURE OF WORK:	This is a professional position serving as the lead technical specialist and legal expert responsible for providing leadership, technical and legal expertise in all aspects of the approval of nonpublic special educational programs.
DUTIES AND RESPONSIBILITIES:	Provides lead technical assistance to staff of nonpublic schools, the Department and other State agencies in the application and interpretation of State and Federal laws and regulations that apply to nonpublic special education programs throughout the State; coordinates nonpublic school approval, complaint resolution, and certification eligibility; reviews and approves applications for State Board of Education approval to operate nonpublic school programs; conducts comprehensive on-site monitoring of nonpublic schools for compliance with governing statutes and regulations, including formal documentation of the results of all activities; assists with the development and revision of nonpublic school approval regulations.
MINIMUM QUALIFICATIONS:	<p><u>EDUCATION:</u> A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Special Education or a related field.</p> <p><u>EXPERIENCE:</u> Five years of professional work experience in education that must include administrative and/or supervisory experience. Experience in the application of regulations is desirable.</p> <p><u>NOTE:</u> Two years of additional experience as defined above may be substituted for the Master's Degree.</p>
ESSENTIAL REQUIREMENTS:	Knowledge of preK-12 general and special education programs including legal requirements, theory, curriculum, teaching methods, administration, materials, and equipment; knowledge of Code of Maryland Regulations and policies and procedures as they relate to the approval of private education programs; skill in the use of standard office software; ability to exercise sound judgment and discretion in the interpretation and application of standards, regulations, and policies; ability to manage multiple tasks; ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively both orally and in writing, through the presentation of concise yet comprehensive analyses and reports.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Education Program Specialist II, Nonpublic School Approval #082528 - Jobaps# 16-005056-0006** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by September 30, 2016 - Open Until Filled